

Fall Checklist of Reports & Fees to the National Headquarters

Report/Fee	Mailed to Chapters	Send to Headquarters	Reference
1. Convention Expense Report (<i>pdf file on web</i>)	August	October 24	Bylaw I, 1.06
2. Advisor Report (<i>names/addresses</i>)	September	October 31	Bylaw V, 5.03(d)(1)
3. Officer Information Report (<i>on web</i>)	September	2 weeks after receipt	
4. Eligibility Report (<i>orders electee materials</i>) (<i>pdf file on web</i>)	September	As soon as eligibility list is available (<i>within first 5 weeks of term</i>)	Bylaw VI, 6.04(a)
5. Election Report (<i>Must be received/approved by Secretary-Treasurer before initiation.</i>) (<i>pdf on web</i>)	September	As soon as electees accept (<i>2 weeks before initiation</i>)	Bylaw VI; 6.04(b)
6. Catalog Cards (<i>orders keys/certificates; allow 4 weeks before initiation to receive keys/certificates</i>)	September	With Election Report	Bylaw VI, 6.04(b)
7. Final Action Report & Roll Book signatures (<i>pdf file on web</i>)	September	Immediately	Bylaw VI, 6.04(c) Bylaw VII, 7.07
8. Initiation Fees/Convention Assessments (<i>\$27/\$3 per initiate</i>)	N/A (Statement to chpt. treas. will follow)	10 days after initiation	Bylaw V, 5.03(e)
9. Constitution Ratification Ballot (<i>pdf file on web</i>)	October	November 24	Bylaw I, 1.05 Const. XVII, 3
10. Report of New Officers (<i>on web</i>)	Mid-December & February	2 weeks after election	Bylaw V, 5.01
11. Convention Delegate Credentials (<i>pdf file on web</i>)	February	2 weeks after election	Bylaw V, 5.03(d)(5)
12. Chapter Survey (<i>on web</i>)	March	June 1	Bylaw V, 5.03(d)(8)
13. Financial Report (<i>on web</i>)	April	May 30	Convention Action *Bylaw VIII, 8.01

The above list of required chapter reports is a guide for chapter officers. Reports, most of which are available at www.tbp.org, are mailed to the **president** at the times specified. Those on as pdf files require signatures. If you need any assistance, call the headquarters staff.